

3 January 2024

PAPER CLASSIFICATION: OPEN

Board of Trustees

ANNUAL GENERAL MEETING

(Paper by Mr Andrew F Wilson. If you have any questions on this paper before the meeting please contact Mr Andrew F Wilson on +44 (0)20 7344 5415 or by email afwilson@theiet.org)

1. Issue

To approve the notice for the Annual General Meeting.

2. Timing

Board of Trustees meeting, 5 February 2024.

3. For Recommendation

3.1. The Board of Trustees is invited:

3.1.1. to agree that the Annual General Meeting of the Institution of Engineering and Technology be held on 20 June 2024;

3.1.2. to approve the notice of the Annual General Meeting and to agree that it be published in *E+T* magazine in early 2024.

4. Background

4.1. Bye-laws 52-53 require the IET to hold an Annual General Meeting (AGM) each year, for the Board of Trustees to approve the notice, and for the membership to be informed of the date.

4.2. Bye-law 51 states that the quorum for an AGM is 25 members entitled to vote.

4.3. From 2015 to 2022 the IET held the AGM as part of an extended Members Annual Information Event. This was intended to attract larger numbers of members to attend the AGM, as it had become increasingly difficult to ensure a quorum was achieved. In practice member participation continued to be low and a quorum could only be guaranteed by holding the AGM on the same day as a Council meeting.

5. Annual General Meeting

This year the Annual General Meeting of the Institution of Engineering and Technology will be held on Thursday, 20 June 2024 at 2.00 pm (BST). Attached as an Appendix is the calling notice for the Meeting.

6. Appointment of Auditors

Bye-law 53 states that the IET's auditors should be appointed each year at the AGM. If the AGM planned for 20 June 2024 is not quorate, then the appointment of auditors will be dealt with subsequently by the Board of Trustees.

7. Amendments to the Royal Charter and Bye-laws

The amendments to the Royal Charter and Bye-laws approved at the Special General Meeting on 15 June 2023 include several matters which relate to the conduct of the AGM. The amendments have not yet received formal approval by the Privy Council, but if this takes place in early 2024 it will affect the AGM on 20 June 2024.

8. Risk

There is a risk that the Annual General Meeting may not be quorate. It has been arranged for the same day as meetings of the three Main Boards, Council and the Board of Trustees to ensure that a quorum is achieved.

9. Resources

The Annual General Meeting has been included in the budget for 2024.



NOTICE

ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Institution of Engineering and Technology will be held on Thursday, 20 June 2024 at 2.00 pm (BST) at the Institution of Engineering and Technology, Savoy Place, London WC2R 0BL, United Kingdom, for the following purposes:

1. To receive the minutes of the previous meeting.
2. To receive a report from the President on the Institution's achievements in the previous year and its plans for the future.
3. To receive a report from Council.
4. To receive and consider the Trustees Report and Financial Statements for the year ended 31 December 2023.
5. To approve auditors for 2024.
6. Vote of thanks to:
 - (a) The honorary officers and members of all Institution Boards and Committees;
 - (b) The staff of the Institution.

By order of the Board of Trustees
Mr Ed Almond, Chief Executive and Secretary
14 March 2024

NOTES: The event will be held as a live webcast. The meeting does not have the power to accept or reject the Trustees Report and Financial Statements. Copies of the Trustees Report and Financial Statements will be available on the IET website approximately 14 days before the date of the meeting.

<https://www.theiet.org/about/governance/annual-reports/>